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~~TRAINING COURSES OUTSIDE O/TR CONDUCTED BY OFFICES UNDER THE DD/A~~

ADMINISTRATIVE SERVICES

1. Have on-the-job training for employees of Administrative Services in reproduction and business machines.
2. Have occasionally trained few individuals from other offices and have received informal requests for additional training. No action taken.

INSPECTION AND SECURITY

1. Conducts Special Training and Indoctrination Course on functions and responsibilities of CIA and D/S; basic training in techniques of investigations. Duration: three weeks. Given at five week intervals since May 1951. About 30 persons from D/S and three from other offices are lecturers. 37 students—about 17 to a class—have attended. (See copy of schedule.)

MEDICAL

1. Conducts course for medical technicians. Four (4) weeks training period covering anatomy, physiology and related subjects designed primarily for technicians going into field. Approximately 75 students to be trained and in field by 1 July 1952. Class varies—present number: four. Instructors: one medical officer and one training technician. Also conducts one week field training covering sanitation, tent erection, etc.
2. Two medical officers now studying "spoken German" at Berlitz School of Languages.

PERSONNEL

1. Conducts formal training for clerical employees assigned to Personnel Pool on a provisional basis, pending security clearances.
2. Conducts on-the-job training for junior administrative and management assistants. (See Personnel memo for detailed breakdown.)

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GENERAL COUNSEL

1. Gives one-hour lecture approximately every two weeks to OPC and OSO Administrative Offices and Section Chiefs covering function and organization of legal staff and types of legal problems likely to be encountered in the field.

AUDIT

1. Does not conduct any formal classroom training for its personnel. Because of diversified functions of the audit and the small turnover of staff members, instructions in the various operations performed are given on an individual basis.

MANAGEMENT

1. Conducts an on-the-job Management Training Program of six to eight months duration on a continuous basis, the objective of which is to have fully trained organization and methods examiners available for assignment throughout the Agency. There are seven trainee slots presently assigned to Management—four are now on duty. The Advisor and Deputy Advisor for Management, together with five senior O&M personnel are available as either consultants or instructors. The Training program is wide in scope and includes (a) forms analysis and design, (b) issuance review, (c) development of staffing patterns, (d) machine methods, and (e) records management, among others.

COMPTROLLER

1. Gives administrative training as follows:

a. Finance representatives act as instructors for the "Finance" portion of the one week administrative course conducted by covert training.

b. Each employee proceeding overseas is given individual briefing on matters pertaining to pay, allowances, travel, and related matters.

c. Occasional instruction and briefing lectures are given by Finance employees to special groups at the request of operation offices.

2. Conducts on-the-job training for:

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- a. All new employees hired by the Division for headquarters or overseas assignments.
- b. Certain administrative employees of the operating offices who are detailed to the Finance Division prior to proceeding to overseas station assignments which require a knowledge of financial reporting and accounting. These on-the-job training assignments cover periods ranging from one week to three months. One finance employee devotes full time to the supervision of this on-the-job training in the Finance Division, and there are 27 persons who are undergoing such training at this time. This training consists of reading regulations, discussions, practice work on accounts, actual work on accounts under close supervision, and rotation between the various functional units of the Finance Division to enable the employee to "learn by doing" on the job.

PROCUREMENT

- 1. Does not conduct any training course.

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